

# **Presentation Software Checklist**

## **Lesson One: Starting Your Presentation**

Know how to:

- Use the outline tab to start your presentation
- Promote and demote items
- Describe the parts of the main screen
- Change the view of your presentation
- Use the Notes Pane

## **Lesson Two: Slide Elements**

Know how to:

- Add, resize, and move a placeholder
- Add a background
- Insert an image
- Create a slide master

## **Lesson Three: Save a presentation**

Know how to:

- Save as a PowerPoint Presentation
- Save as a PowerPoint Show
- Use Pack and Go
- Unpack Pack and Go files

## **Lesson Four: Add Clip Art**

Know how to:

- Select and insert clip art using Slide Layout
- Resize, move, and rotate an image

## **Lesson Five: Add and Edit Objects**

Know how to:

- Insert clip art and pictures using the menu
- Insert and edit Word Art
- Insert Auto Shapes
- Change the order of objects
- Group and ungroup objects

## **Lesson Six: Custom Animation**

Know how to:

- Access and locate items on the Custom Animation Toolbar
- Animate an image or text
- Use timing settings

